

LOS ALAMOS SCHOOLS PERSONNEL ACTION  
HIRE/REHIRE

Personnel: Complete Section I, II and III  
Business Office: Complete Section IV

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, HENRY  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_

☐ FIRST PAYDAY BASED ON START DATE

SECTION II:

Home Base Location Code/Name: FACILITIES  
Retired/Collecting ERA: Y ☐ N ☒

PAYCYCLE 24 A ☒  
19/5 B ☐  
19 C ☐

SECTION III:

Complete all appropriate columns	Circle One	Circle One	Change		Additional Assignment/Contact
	Hire <input checked="" type="radio"/> Rehire <input type="radio"/>	Termination/Resignation <input type="checkbox"/>	From	To	
School/Department	FACILITIES				
Position	MAINTENANCE TECH				
Effective From Date To	7/1/98				
	6/30/99				
Contract Days:	260				
Actual Days:	260				
FTE:	1				
Hrs. per Day	8				
Placement on Salary Scale	R 23 S 10				
Salary:	\$25,463.00				
Grandfather:					
Merit:					
Total:	\$25,463.00				

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

SIGNED Mary Rose Lueders  
Personnel Director Date 6-22-98

SIGNED: Hugh Miller III  
Business Manager Date 6-24-98

INT MA

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract#	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate ARO ACTUAL
Maint 1				11000.05.1614.625		

LOS ALAMOS SCHOOLS PERSONNEL ACTION  
HIRE/REHIRE

Personnel: Complete Section I, II and III  
Business Office: Complete Section IV

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, HENRY  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

☐ FIRST PAYDAY BASED ON START DATE

SECTION II:

Home Base Location Code/Name: FACILITIES  
Retired/Collecting ERA: Y ☐ N ☒

PAYCYCLE

24 A ☒  
19/5 B ☐  
19 C ☐

SECTION III:

Complete all appropriate columns	Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contact
			From	To	
School/ Department	FACILITIES				
Position	MAINTENANCE TECH				
Effective Date	From 7/1/97				
	To 6/30/98				
Contract Days:	260				
Actual Days:	260				
FTE:	1				
Hrs. per Day	8				
Placement on Salary Scale	R 23 s 9				
Salary:	\$23,999.00				
Grandfather:	\$0.00				
Merit:					
Total:	\$23,999.00				

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

SIGNED

Personnel Director

Date 6/23/97

SIGNED:

Business Manager

Date 6-24

INT [Signature]

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract#	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate ARO	ACTUAL
<u>Merit 1</u>				<u>11000.05, 1614.620</u>			

LOS ALAMOS SCHOOLS PERSONNEL ACTION  
HIRE/REHIRE

Personnel: Complete Section I, II and III  
Business Office: Complete Section IV

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, HENRY  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

SECTION II:

Home Base Location Code/Name: MAINTENANCE  
Retired/Collecting ERA: Y ☐ N ☒

PAYCYCLE 24 A ☒  
19/5 B ☐  
19 C ☐

SECTION III:

Complete all appropriate columns	Circle One	Circle One	Change		Additional Assignment/Contact
	Hire/Rehire	Termination/Resignation	From	To	
School/Department	MAINTENANCE				
Position	MAINTENANCE TECH				✓ up
Effective From Date To	7/1/96				
	6/30/97				
Contract Days:	260				
Actual Days:	260				
FTE:	1				
Hrs. per Day	8				
Placement on Salary Scale	R 23 S 8				
Salary:	\$23,281.00				
Grandfather:	\$0.00				
Merit:					
Total:	\$23,281.00				

ENTERED  
JUL 01 1996  
PAYROLL

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

SIGNED

Pat [Signature]  
Personnel Director Date 6/26/96

SIGNED:

[Signature]  
Business Manager Date 6-25-96

INT X

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract#	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate ARO ACTUA
				11000.05.1614.620		23,281



LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

OCT 22 1993

Initiator: Complete Sections I & III  
Personnel: Complete Section II ( for new & rehired employees )  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

**SECTION I:**  
Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, HENRY  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**New Employee Tax Information**

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

**SECTION II**  
Home Base Location Code/Name: 620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily: ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

**SECTION III:**

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/Resignation	Change		Additional Assignment/Contract
				From	To	
School/Department				MAINTENANCE		
Position				SEASONAL <del>WELDER</del> <i>General Maintenance</i> ROOFER		
Effective Date	From				10/14/93	
	To				6/30/94	OCT 22 93
Total Number of Days					185 <del>143</del>	
F.T.E.					1.0	
Placement on Salary Scale					R23S5* (9.65 pw)	
Salary				*9.35 ph	<del>14,250</del>	

New hire, give name of person being replaced: RICK TRUJILLO  
Employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
Termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: [Signature] 10/22/93  
Supervisor Date

Signed: [Signature] 10/22/93  
Personnel Director Date

Personnel Assistant Date

[Signature] 10/22/93  
Business Manager Date

**SECTION IV: FOR PAYROLL USE ONLY**

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
ALMT1	93746	R23	22/24	11000 05 1614-325	1.0	ARC20, 072 649.18

☐ Y ☐ N Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
☐ Y ☐ N Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
or Assign. Cvd. by ERA: ☐ Y ☐ N Business Leave Accrual Yearly: \_\_\_\_\_

# LOS ALAMOS SCHOOLS PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II ( for new & rehired employees )  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

## SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: Wilton Henry  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

## SECTION II

Home Base Location Code/Name: \_\_\_\_\_  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily: ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

## SECTION III:

Complete all appropriate columns	Circle One Hire/Rehire	Circle One Termination/Resignation	Change		Additional Assignment/Contract
			From	To	
School/Department	XXXX Maintenance				
Position	Seasonal Roofer				
Effective Date	From 6/8/93				
	To 10/30/93				
Total Number of Days					
F.T.E.					
Placement on Salary Scale					
Salary	\$9.35ph				

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor

[Signature] 6/4/93  
Personnel Assistant Date

Signed: [Signature] 6/4/93  
Personnel Director Date

[Signature] 6/7/93  
Business Manager Date

## SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
WILSON	-	HOURLY MINT CO		0104,120,000,620,166		\$9.35
				1100,05,1614,0000,620,166		

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

# LOS ALAMOS SCHOOLS PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II ( for new & rehired employees )  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

## SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: Wilton Henry  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

### New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

## SECTION II

Home Base Location Code/Name: \_\_\_\_\_  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily: ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

## SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/Resignation	Change		Additional Assignment/Contract
				From	To	
School/Department		<del>XXXX</del> Maintenance				
Position		Seasonal Roofer				
Effective Date	From	6/8/93				
	To	10/30/93				
Total Number of Days						
F.T.E.						
Placement on Salary Scale						
Salary		\$9.35ph				

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor Date 6/14/93  
Personnel Assistant Date \_\_\_\_\_

Signed: James M. Elder 6/14/93  
Personnel Director Date  
[Signature] 6/14/93  
Business Manager Date

## SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				0104120.000.620.166		\$9.35
				11000.051614.0000.620.166		

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II ( for new & rehired employees )  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, HENRY  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II

Home Base Location Code/Name: 000620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily: ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/Resignation	Change		Additional Assignment/Contract
				From	To	
School/Department			PHYSICAL PLANT			
Position			SEASONAL ROOFER			
Effective Date	From		10/16/92			
	To					
Total Number of Days						
F.T.E.						
Placement on Salary Scale						
Salary						

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: ASSIGNMENT COMPLETED

Signed: Ken Tucker 10/21/92  
Supervisor Date  
[Signature] 10/21/92  
Personnel Assistant Date

Signed: James M. Elder 10/21/92  
Personnel Director Date  
[Signature] 10/21/92  
Business Manager Date

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N  
Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_



New Employee: ☐ Y ☐ N  
 Rehired Employee: ☐ Y ☐ N  
 Additional Assignment: ☐ Y ☐ N  
 Change in Position/Assignment: ☐ Y ☐ N

**White copy** - for Payroll Office / **Canary Copy** - for School / Dept. / **Pink Copy** - for Personnel Office / **Green Copy** - for Business Office / **Goldenrod Copy** - for Originator

LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III

Personnel: Complete Section II (for new & rehired employees)

Business Office: Complete Section IV

New Employee:

☐ Y ☐ N

Rehired Employee:

☐ Y ☐ N

Additional Assignment:

☐ Y ☐ N

Change in Position/Assignment:

☐ Y ☐ N

SECTION I:

Social Security Number:

Name of Employee: WILTON Henry

Last

First

M.I.

Address:

Telephone:

New Employee Tax Information

Single/Married: ☐ S ☐ M

No. of Tax Exemptions:

Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II:

Home Base Location Code/Name:

000620

Main Assignment Code:

Pay Cycle: ☐ A ☐ B ☐ C ☐ D

Balance of Contract: ☐ Y ☐ N

Hourly/Contract/Daily: ☐ H ☐ C ☐ D

Retired/Collecting ERA: ☐ Y ☐ N

Birthdate:

Sex:

Ethnicity:

Workman's Comp. Code:

Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department			Physical Plant			
Position			Booker Helper			
Effective Date	From		12/2/91			
	To					
Total Number of Days						
F.T.E.						
Placement on Salary Scale						
Salary						

If new hire, give name of person being replaced:

Is employee a student enrolled in Los Alamos Public Schools?

If termination or resignation, give reason for leaving: Assignment completed

Signed: [Signature]

Supervisor

Date

Signed: [Signature]

Personnel Director

Date

Personnel Assistant

Date

Business Manager

Date

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate

FICA: ☐ Y ☐ N

ERA: ☐ Y ☐ N

Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly:

Sick Leave Accrual Semi-Monthly:

Business Leave Accrual Yearly:

White Copy for Payroll Office

Green Copy for School/Dept.

Canary Copy for Personnel Office

Pink Copy for Business Office

Goldenrod Copy for Originator

# LOS ALAMOS SCHOOLS PERSONNEL ACTION

**Initiator:** Complete Sections I & III  
**Personnel:** Complete Section II (for new & rehired employees)  
**Business Office:** Complete Section IV

**New Employee:** ☐ Y ☐ N  
**Rehired Employee:** ☐ Y ☐ N  
**Additional Assignment:** ☐ Y ☐ N  
**Change in Position/Assignment:** ☐ Y ☐ N

## SECTION I:

**Social Security Number:** \_\_\_\_\_  
**Name of Employee:** WILTON Henry  
 Last First M.I.  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

### New Employee Tax Information

**Single/Married:** ☐ S ☐ M  
**No. of Tax Exemptions:** \_\_\_\_\_  
**Exempt from Tax Withholding:** ☐ Y ☐ N

## SECTION II:

**Home Base Location Code/Name:** 000620  
**Main Assignment Code:** \_\_\_\_\_  
**Pay Cycle:** ☐ A ☐ B ☐ C ☐ D  
**Balance of Contract:** ☐ Y ☐ N  
**Hourly/Contract/Daily:** ☐ H ☐ C ☐ D  
**Retired/Collecting ERA:** ☐ Y ☐ N

**Birthdate:** \_\_\_\_\_  
**Sex:** \_\_\_\_\_  
**Ethnicity:** \_\_\_\_\_  
**Workman's Comp. Code:** \_\_\_\_\_  
**Is Sick Leave to be Reinstated:** ☐ Y ☐ N

## SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department		Physical Plant				
Position				Roofer Helper	Roofer	
Effective Date	From			7/15/91		
	To					
Total Number of Days						
F.T.E.						
Placement on Salary Scale						
Salary				\$8.15	\$9.35	

If new hire, give name of person being replaced: \_\_\_\_\_  
 Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
 If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: [Signature] 7/15/91  
 Supervisor Date

Signed: [Signature] 7/17/91  
 Personnel Director Date

[Signature] 7/17/91  
 Personnel Assistant Date

[Signature] 7/17/91  
 Business Manager Date

## SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				01.04.120.000.620.166		9.35 ph

**FICA:** ☐ Y ☐ N  
**ERA:** ☐ Y ☐ N  
**Other Assign. Cvd. by ERA:** ☐ Y ☐ N

**Annual Leave Accrual Semi-Monthly:** \_\_\_\_\_  
**Sick Leave Accrual Semi-Monthly:** \_\_\_\_\_  
**Business Leave Accrual Yearly:** \_\_\_\_\_

White Copy for Payroll Office  
 Green Copy for School/Dept.  
 Canary Copy for Personnel Office  
 Pink Copy for Business Office  
 Goldenrod Copy for Originator

LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II (for new & rehired employees)  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: JITTON Last Jenny First M.I.

Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II:

Home Base Location Code/Name: 000620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department		Physical Plant				
Position		Roofing Helper				
Effective Date	From	7-1/91				
	To					
Total Number of Days		As needed				
F.T.E.						
Placement on Salary Scale						
Salary						

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: [Signature] Supervisor Date 7/24/91

Signed: \_\_\_\_\_ Personnel Director Date \_\_\_\_\_

Personnel Assistant Date \_\_\_\_\_

[Signature] Business Manager Date 7/24/91

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				0104 130-000-620-146		

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dept.  
Canary Copy for Personnel Office  
Pink Copy for Business Office  
Goldenrod Copy for Originator

**New Employee:** ☐ Y ☐ N  
**Rehired Employee:** ☐ Y ☐ N  
**Additional Assignment:** ☐ Y ☐ N  
**Change in Position/Assignment:** ☐ Y ☐ N

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON Henry  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

Home Base Location Code/Name: 000520  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☐ A ☐ B ☐ C ☐ D  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department		Physical Plant				
Position		Roofing Helper				
Effective Date	From	6/10/91				
	To					
Total Number of Days		As Needed				
F.T.E.						
Placement on Salary Scale						
Salary		\$16.00				

If new hire, give name of person being replaced: \_\_\_\_\_  
Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_  
If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Personnel Assistant

Signed: Personnel Director Date                     

Signed: Business Manager Date                     

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				904120000-620-114		\$124.61

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dept.  
Canary Copy for Personnel Office  
Pink Copy for Business Office  
Goldenrod Copy for Originator

# LOS ALAMOS SCHOOLS PERSONNEL ACTION

Initiator: Complete Sections I & III

Personnel: Complete Section II (for new & rehired employees)

Business Office: Complete Section IV

New Employee: ☐ Y ☐ N

Rehired Employee: ☐ Y ☐ N

Additional Assignment: ☐ Y ☐ N

Change in Position/Assignment: ☐ Y ☐ N

## SECTION I:

Social Security Number: \_\_\_\_\_

Name of Employee: WILTON Henry  
Last First M.I.

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## New Employee Tax Information

Single/Married: ☐ S ☐ M

No. of Tax Exemptions: \_\_\_\_\_

Exempt from Tax Withholding: ☐ Y ☐ N

## SECTION II:

Home Base Location Code/Name: 000620

Main Assignment Code: \_\_\_\_\_

Pay Cycle: ☐ A ☐ B ☐ C ☐ D

Balance of Contract: ☐ Y ☐ N

Hourly/Contract/Daily ☐ H ☐ C ☐ D

Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_

Sex: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Workman's Comp. Code: \_\_\_\_\_

Is Sick Leave to be Reinstated: ☐ Y ☐ N

## SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department			Physical Plant			
Position			General Maintenance			
Effective Date	From		10/24/90			
	To					
Total Number of Days						
F.T.E.						
Placement on Salary Scale						
Salary						

If new hire, give name of person being replaced: \_\_\_\_\_

Is employee a student enrolled in Los Alamos Public Schools? \_\_\_\_\_

If termination or resignation, give reason for leaving: job completed

Signed: [Signature]  
Supervisor

Date

Signed: [Signature]  
Personnel Director

Date

[Signature]  
Personnel Assistant

Date

[Signature]  
Business Manager

Date

## SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate

FICA: ☐ Y ☐ N

ERA: ☐ Y ☐ N

Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_

Sick Leave Accrual Semi-Monthly: \_\_\_\_\_

Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dep  
Canary Copy for Personnel  
Pink Copy for Business Of  
Goldenrod Copy for Orig

LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II (for new & rehired employees)  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, Henry E.  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II:

Home Base Location Code/Name: 000620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☒ A ☐ B ☐ C ☐ D  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily ☐ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department			Physical Plant			
Position			Seasonal Welder			
Effective Date	From		8/14/87			
	To		1/15/88			
Total Number of Days						
F.T.E.			1			
Placement on Salary Scale						
Salary			8.15			

If new hire, give name of person being replaced: N/A  
Is employee a student enrolled in Los Alamos Public Schools? No  
If termination or resignation, give reason for leaving: Seasonal--Job ended

Signed: [Signature] Date 1/14/88  
Supervisor  
[Signature] Date 1/21/88  
Personnel Assistant

Signed: [Signature] Date 1/21/88  
Personnel Director  
[Signature] Date 1/21/88  
Business Manager

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dept.  
Canary Copy for Personnel Office  
Pink Copy for Business Office  
Goldenrod Copy for Originator

LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II (for new & rehired employees)  
Business Office: Complete Section IV

New Employee: ☒ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, Henry E.  
Last First M.I.  
Address: P.O. Box 553 Ojo Caliente, NM 87549  
Telephone: 753-7503 (Message Phone)

New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II:

Home Base Location Code/Name: 000620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☒ A ☐ B ☐ C ☐ D  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily: ☒ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One <u>Hire</u> /Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department		Physical Plant				
Position		Seasonal Welder				
Effective Date	From	8/18/87				
	To					
Total Number of Days						
F.T.E.		1				
Placement on Salary Scale						
Salary		7.90				

If new hire, give name of person being replaced: DeansSernal  
Is employee a student enrolled in Los Alamos Public Schools? No  
If termination or resignation, give reason for leaving: \_\_\_\_\_

Signed: \_\_\_\_\_  
Supervisor Date

Signed: \_\_\_\_\_  
Personnel Director Date 8/24/87

\_\_\_\_\_ 8/24/87  
Personnel Assistant Date

\_\_\_\_\_ 8/24/87  
Business Manager Date

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				000120.000-620-161		7.90/hour

FICA: ☐ Y ☐ N

ERA: ☐ Y ☐ N

Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_

Sick Leave Accrual Semi-Monthly: \_\_\_\_\_

Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dept.  
Canary Copy for Personnel Office  
Pink Copy for Business Office  
Goldenrod Copy for Originator



LOS ALAMOS SCHOOLS  
PERSONNEL ACTION

Initiator: Complete Sections I & III  
Personnel: Complete Section II (for new & rehired employees)  
Business Office: Complete Section IV

New Employee: ☐ Y ☐ N  
Rehired Employee: ☐ Y ☐ N  
Additional Assignment: ☐ Y ☐ N  
Change in Position/Assignment: ☐ Y ☐ N

SECTION I:

Social Security Number: \_\_\_\_\_  
Name of Employee: WILTON, Henry E.  
Last First M.I.  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

New Employee Tax Information

Single/Married: ☐ S ☐ M  
No. of Tax Exemptions: \_\_\_\_\_  
Exempt from Tax Withholding: ☐ Y ☐ N

SECTION II:

Home Base Location Code/Name: 000620  
Main Assignment Code: \_\_\_\_\_  
Pay Cycle: ☒ A ☐ B ☐ C ☐ D  
Balance of Contract: ☐ Y ☐ N  
Hourly/Contract/Daily ☒ H ☐ C ☐ D  
Retired/Collecting ERA: ☐ Y ☐ N

Birthdate: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Workman's Comp. Code: \_\_\_\_\_  
Is Sick Leave to be Reinstated: ☐ Y ☐ N

SECTION III:

Complete all appropriate columns		Circle One Hire/Rehire	Circle One Termination/ Resignation	Change		Additional Assignment/Contract
				From	To	
School/ Department				Physical Plant		
Position				Welder		
Effective Date	From			1/1/88		
	To					
Total Number of Days						
F.T.E.				1		
Placement on Salary Scale						
Salary				7.90	8.15	Annual Salary Increase

If new hire, give name of person being replaced: N/A  
Is employee a student enrolled in Los Alamos Public Schools? No  
If termination or resignation, give reason for leaving: N/A

Signed: [Signature] 1/6/88  
Supervisor Date

Signed: [Signature] 1/6/88  
Personnel Director Date

[Signature] 1/6/88  
Personnel Assistant Date

[Signature] 1/6/88  
Business Manager Date

SECTION IV: FOR PAYROLL USE ONLY

Assignment	Contract #	Salary Code	# Checks	Account Number	FTE	Contract \$/Hourly/Daily Rate
				<u>[Signature]</u>		<u>8.15/hr.</u>

FICA: ☐ Y ☐ N  
ERA: ☐ Y ☐ N  
Other Assign. Cvd. by ERA: ☐ Y ☐ N

Annual Leave Accrual Semi-Monthly: \_\_\_\_\_  
Sick Leave Accrual Semi-Monthly: \_\_\_\_\_  
Business Leave Accrual Yearly: \_\_\_\_\_

White Copy for Payroll Office  
Green Copy for School/Dept.  
Canary Copy for Personnel Office  
Pink Copy for Business Office  
Goldenrod Copy for Originator

**LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT**

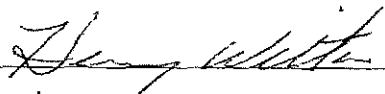
I. AUTHORITY: This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.


II. The Board of Education of Los Alamos, New Mexico, herein called Board, and WILTON, HENRY a  
classified employee with three or more consecutive years of service with the School District, herein Employee,  
agree:

1. The Board employs the Employee for the School year(s) 2002-2003 beginning 7/1/02 and ending 6/30/03  
on the date specified by the Board in its calendar for the 2002-2003 school year, subject to adjustment for required  
makeup days.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent  
or his (her) authorized personnel.
3. In accordance with the Board's approved salary schedule for use during the school year 2002-2003, the Employee's  
salary is, \$31,080.00 RANGE 23 STEP 14 less required or authorized deductions.  
All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate  
adjustment of this contract will be made after consultation with Employee.  
The contract salary for the school year 2002-2003 is based upon a total of 260 working days and subject to the  
approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for,  
deductions shall be made in accordance with the rules and regulations of the Board.  
The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the  
terms of this contract if additional General Fund revenues are made available to the school district for that school  
year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of  
Public Education.
4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico  
and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled  
by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New  
Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in  
personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or  
insufficient legislative appropriation or authorization being made by the state and/or federal government for the  
performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations  
of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates  
as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to  
furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with  
the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

**The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar  
days from receipt of such offer or work agreement.**

FTE 1: 1  
FTE 2: 0  
FTE 3: 0

  
Employee

Los Alamos School Board  
by   
Superintendent

JUN 21 2002

7-18-02  
Date Signed

\_\_\_\_\_  
Date Signed

Los Alamos Public Schools  
Classified Staff  
2002 - 2003

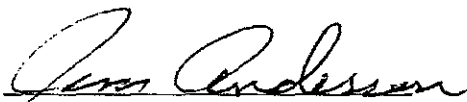
NOTICE OF INTENT TO HIRE

TO: WILTON, HENRY

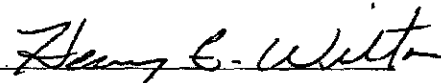
Until a formal contract of employment as a classified employee can be ratified by the Los Alamos School Board of Education, this letter of intent to hire is hereby extended to you. Action of the Board to employ you will occur at the duly called Board meeting of April 25, 2002.

You are required to give the Board written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

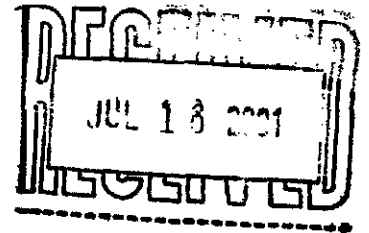
  
Superintendent

April 26, 2002  
Date

  
Employee

\_\_\_\_\_  
Date

**LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT**



I. **AUTHORITY:** This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.

II. The Board of Education of Los Alamos, New Mexico, herein called Board, and **WILTON, HENRY** a classified employee with three or more consecutive years of service with the School District, herein Employee, agree:

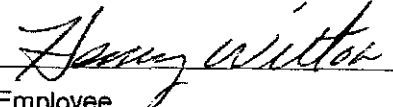
1. The Board employs the Employee for the School year(s) 2001-2002 beginning 7/1/01 and ending 6/30/02 on the date specified by the Board in its calendar for the 2001-2002 school year, subject to adjustment for required makeup days.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
3. In accordance with the Board's approved salary schedule for use during the school year 2001-2002, the Employee's salary is, **\$31,080.00 RANGE 23 STEP 13** less required or authorized deductions.  
All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee.  
The contract salary for the school year 2001-2002 is based upon a total of **260** working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.  
The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.
4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

**The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer or work agreement.**

**FTE 1: 1**

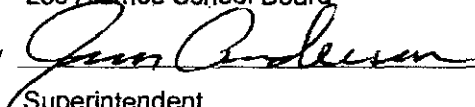
**FTE 2: 0**

**FTE 3: 0**

  
Employee

7-12-2001

Date Signed

Los Alamos School Board  
by   
Superintendent

JUL 13 2001

Date Signed

Los Alamos Public Schools  
Classified Staff  
2001 - 2002

NOTICE OF INTENT TO HIRE

TO: WILTON, HENRY

Until a formal contract of employment as a classified employee can be ratified by the Los Alamos School Board of Education, this letter of intent to hire is hereby extended to you. Action of the Board to employ you will occur at the duly called Board meeting of May 8, 2001.

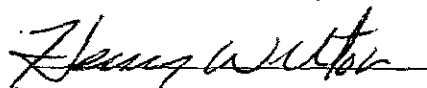
You are required to give the Board written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1.0000

  
Superintendent

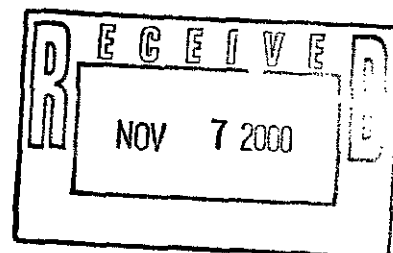
May 9, 2001

Date

  
Employee

5-30-2001  
Date

**LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT  
AMENDED**



I. **AUTHORITY:** This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.

II. The Board of Education of Los Alamos, New Mexico, herein called Board, and **WILTON, HENRY** a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:

1. The Board employs the Employee for the School year(s) 2000-2001 beginning **7/1/2000**, and ending **6/30/2001** on the date specified by the Board in its calendar for the 2000-2001 school year, subject to adjustment for required makeup days.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
3. In accordance with the Board's approved salary schedule for use during the school year 2000-2001, the Employee's salary is, **\$29,183.00 RANGE 23 STEP 12** less required or authorized deductions.  
All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee.  
The contract salary for the school year 2000-2001 is based upon a total of **260** working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.  
The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.
4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

**The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer or work agreement.**

FTE 1	1
FTE 2	0
FTE 3	0

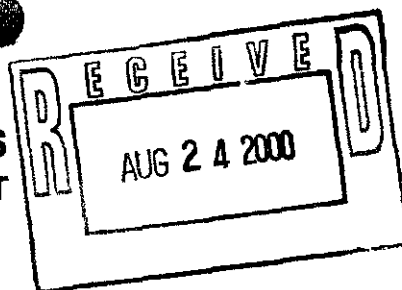
*Henry C. Wilton*  
Employee

11-8-2000  
Date Signed

Los Alamos School Board  
by *Jan Anderson*  
Superintendent  
OCT 24 2000

\_\_\_\_\_  
Date Signed

**LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT**



I. AUTHORITY: This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.

II. The Board of Education of Los Alamos, New Mexico, herein called Board, and **WILTON, HENRY** a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:

1. The Board employs the Employee for the School year(s) 2000-2001 beginning **7/1/2000**, and ending **6/30/2001** on the date specified by the Board in its calendar for the 2000-2001 school year, subject to adjustment for required makeup days.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.

3. In accordance with the Board's approved salary schedule for use during the school year 2000-2001, the Employee's salary is, **\$28,839.00 RANGE 23 STEP 12** less required or authorized deductions.

All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee.

The contract salary for the school year 2000-2001 shall be paid the Employee in **24** installments. The first installment shall be due and payable on **7/5/2000**.

The contract salary for the school year 2000-2001 is based upon a total of **260** working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.

The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.

4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

**The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer or work agreement.**

FTE 1	1
FTE 2	0
FTE 3	0

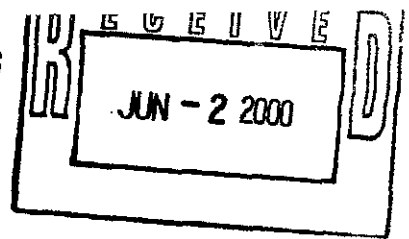
*Henry Wilton*  
Employee

8-24-2000  
Date Signed

Los Alamos School Board  
by *Jim Quaderian*  
Superintendent  
AUG 15 2000

\_\_\_\_\_  
Date Signed

Los Alamos Public Schools  
Classified Staff  
2000 - 2001



NOTICE OF INTENT TO HIRE

TO: WILTON, HENRY

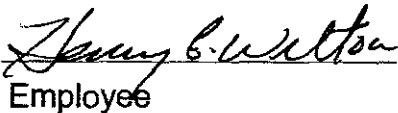
Until a formal contract of employment as a classified employee can be ratified by the Los Alamos School Board of Education, this letter of intent to hire is hereby extended to you. Action of the Board to employ you occurred at the duly called Board meeting of May 9, 2000.

You are required to give the Board written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return the copy of this notice to the Human Resource Office. Thank you.

Total FTE: 1

  
Superintendent

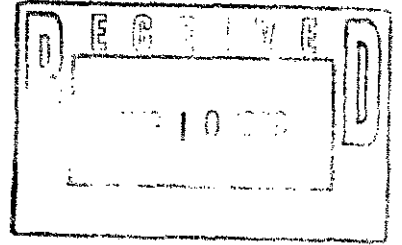
May 10, 2000  
Date

  
Employee

6-1-2000  
Date



BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT  
(three or more consecutive years of service)  
School Year 1999-2000



- I. AUTHORITY: This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.
- II. The Board of Education of Los Alamos, New Mexico, herein called Board, and **WILTON, HENRY** a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:
1. The Board employs the Employee for the School year(s) 1999-2000 beginning 07/01/99 , and ending 6/30/00 on the date specified by the Board in its calendar for the 1999-2000 school year, subject to adjustment for required makeup days.
  2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
  3. In accordance with the Board's approved salary schedule for use during the school year 1999-2000, the Employee's salary is, \$27,466.00 , RANGE 23 STEP: 11 less required or authorized deductions.  
All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee.  
The contract salary for the school year 1999-2000 shall be paid the Employee in equal installments.

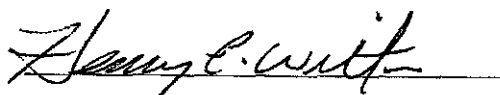
The contract salary for the school year 1999-2000 is based upon a total of 260 working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.

The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.

4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

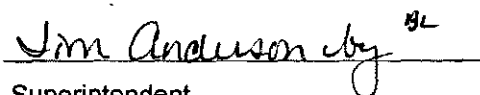
The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

FTE #1: 1  
FTE #2:  
FTE #3:

  
Employee

8-16-99

Date Signed

Los Alamos School Board  
by  <sup>SL</sup>  
Superintendent

AUG 03 1999

Date Signed

MAY 18 1999

**LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
AFTER THIRD YEAR OF EMPLOYMENT  
CLASSIFIED STAFF  
1999 - 2000**

TO: WILTON, HENRY

The purpose of this memo is to notify you that Governor Johnson has not signed a budget to fund schools for the 1999 - 2000 fiscal year. Without a budget, schools will not operate after June 30, 1999. Therefore, it may be necessary to adjust the school calendar, length of employment contract and ultimately salary.

This letter of intent and offer of employment is expressly subject to and conditioned upon receipt of sufficient legislative appropriation or authorization being made by the state government for the performance of this employment agreement.

Action of the Board to employ you for the 1999 - 2000 school year occurred at the May 11, 1999 Board Meeting. You are required to give the Board notice of your acceptance or rejection of this offer.

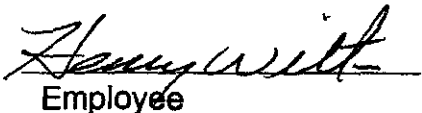
Keep the original and return the copy of this notice to the Human Resources Department. Thank you.

Total FTE: 1.00

  
Superintendent

MAY 12 1999

Date

  
Employee

5-18-99  
Date

29 1999

**BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS  
AMENDED CLASSIFIED PERSONNEL CONTRACT  
(three or more consecutive years of service)  
School Year 1998-1999**

- I. **AUTHORITY:** This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.
- II. The Board of Education of Los Alamos, New Mexico, herein called Board, and **WILTON, HENRY** a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:
1. The Board employs the Employee for the School year(s) 1998-1999 beginning 7/1/98, and ending on the date specified by the Board in its calendar for the 1998-1999 school year, subject to adjustment for required makeup days.
  2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
  3. In accordance with the Board's approved salary schedule for use during the school year 1998-1999, the Employee's salary is \$26,158.00 less required or authorized deductions based on Range 23 Step 10. All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee.  
The contract salary for the school year 1998-1999 shall be paid the Employee in 24 installments. The first installment shall be due and payable on 7/2/98.

The contract salary for the school year 1998-1999 is based upon a total of 260 working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.

The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.

4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

FTE: 1  
CONTRACT DAYS: 260

Henry E. Wilton  
Employee

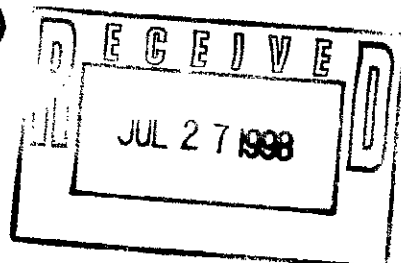
3-29-99

Date Signed

Los Alamos School Board  
by Sam Anderson  
Superintendent

March 22, 1999

Date Signed



BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT  
(three or more consecutive years of service)  
School Year 1998-1999

AUTHORITY: This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.

The Board of Education of Los Alamos, New Mexico, herein called Board, and WILTON, HENRY a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:

1. The Board employs the Employee for the School year(s) 1998-1999 beginning 7/1/98, and ending on the date specified by the Board in its calendar for the 1998-1999 school year, subject to adjustment for required makeup days.
2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
3. In accordance with the Board's approved salary schedule for use during the school year 1998-1999, the Employee's salary is TWENTY-FIVE THOUSAND FOUR HUNDRED SIXTY-THREE DOLLARS \$25,463.00 less required or authorized deductions based on Range 23 Step 10. All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee. The contract salary for the school year 1998-1999 shall be paid the Employee in 24 installments. The first installment shall be due and payable on 7/2/98.

The contract salary for the school year 1998-1999 is based upon a total of 260 working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.

The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.

4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.

The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

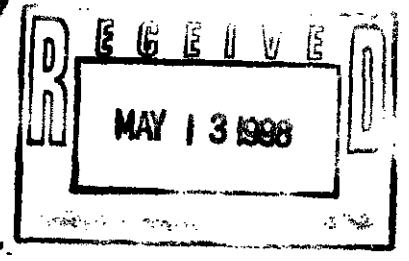
FTE: 1

Henry E. Wilton  
Employee

Los Alamos School Board  
by J. Anderson  
Superintendent

7-23-98  
Date Signed

JUL 15 1998  
Date Signed



**LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
CLASSIFIED STAFF  
(AFTER THIRD YEAR OF EMPLOYMENT)  
1998-1999**

TO: WILTON, HENRY

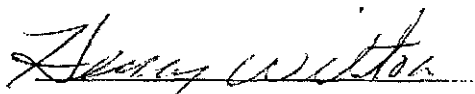
Until a formal contract of employment as a member of the Classified staff can be ratified by the Los Alamos Board of Education, this letter of intent to hire is hereby extended to you. Action of the Board to employ you occurred at the duly called Board meeting of May 12, 1998.

You are required to give the Board written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return a copy of this notice to the Personnel Office. Thank you very much.

FTE: 1

  
(Superintendent)

MAY 13 1998  
Date

  
Employee

Date 5-15-98

BOARD OF EDUCATION OF THE  
LOS ALAMOS PUBLIC SCHOOLS  
CLASSIFIED PERSONNEL CONTRACT  
(three or more consecutive years of service)  
School Year 1997-1998

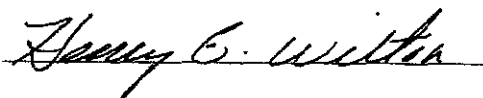
- I. AUTHORITY: This contract is issued pursuant to Section 22-5-4, New Mexico Statutes Annotated, 1978 Compilation.
- II. The Board of Education of Los Alamos, New Mexico, herein called Board, and WILTON, HENRY a non-licensed employee with three or more consecutive years of service with the School District, herein Employee, agree:
1. The Board employs the Employee for the School year(s) 1997-1998 beginning 7/1/97 , and ending on the date specified by the Board in its calendar for the 1997-1998 school year, subject to adjustment for required makeup days.
  2. The Employee shall present himself or herself for duty at such times and places as designated by the Superintendent or his (her) authorized personnel.
  3. In accordance with the Board's approved salary schedule for use during the school year 1997-1998, the Employee's salary is TWENTY-THREE THOUSAND NINE HUNDRED NINETY-NINE DOLLARS \$23,999.00 less required or authorized deductions based on Range 23 Step 9. All of the above are subject to verification and, in the event of any error or incorrect computation, appropriate adjustment of this contract will be made after consultation with Employee. The contract salary for the school year 1997-1998 shall be paid the Employee in 24 installments. The first installment shall be due and payable on 7/3/97 .

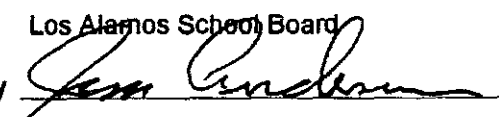
The contract salary for the school year 1997-1998 is based upon a total of 260 working days and subject to the approved budget. For each day's absence from duty not included in sick leave or otherwise compensated for, deductions shall be made in accordance with the rules and regulations of the Board.

The Board may, but shall not be required to, increase prospectively the salary for any school year governed by the terms of this contract if additional General Fund revenues are made available to the school district for that school year as a result of unit value increases. Any increase is subject to budgetary approval by the State Department of Public Education.

4. This contract and parties hereto are and shall continue to be subject to applicable laws of the State of New Mexico and the rules and regulations of the State Board of Education as they may exist. This contract may be canceled by the Board for just cause, provided, that any such cancellation may be effected only in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education or the Local Board.
  5. This contract may also be canceled by the Board for cause not personal to the Employee when a reduction in personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government for the performance of this contract in accordance with the New Mexico Statutes and any applicable rules and regulations of the State Board of Education, the Local Board, and the Classified Employee Contract.
  6. The Employee shall furnish the Board the following: (a) suitable evidence of date of birth; (b) such health certificates as may be required by law; and (c) any other documents as may be required by law or the local Board. Failure to furnish any of the foregoing items at the required time may result in cancellation of this contract in accordance with the New Mexico Statutes and any applicable rules and regulation of the State Board of Education or the Local Board.
- The employee shall accept or reject the contract or offer of employment within fifteen (15) calendar days from receipt of such offer of employment.

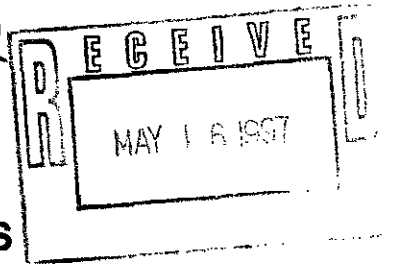
FTE: 1  
GF: \$0.00

  
Employee  
8-11-97

Los Alamos School Board  
by   
Superintendent  
JUL 18 1997

Date Signed

Date Signed



**LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
CLASSIFIED STAFF  
(AFTER THIRD YEAR OF EMPLOYMENT)  
1997-1998**

TO: WILTON, HENRY

Until a formal contract of employment as a member of the Classified staff can be ratified by the Los Alamos Board of Education, this letter of intent to hire is hereby extended to you. Action of the Board to employ you occurred at the duly called Board meeting of May 13, 1997.

You are required to give the Board written notice of your acceptance or rejection of this offer of employment within fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return a copy of this notice to the Personnel Office. Thank you very much.

FTE:

1

Superintendent

Employee

MAY 14 1997

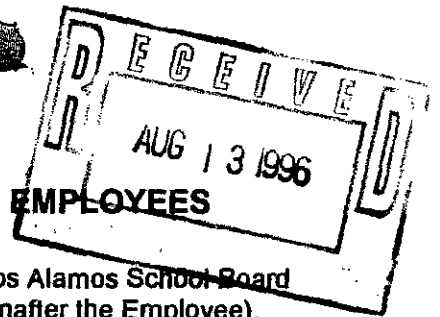
Date

5-16-97

Date

# LOS ALAMOS PUBLIC SCHOOLS

## EMPLOYMENT AGREEMENT - NONCERTIFIED EMPLOYEES



This Employment Agreement is made this 1st day of July, 1996 by and between the Los Alamos School Board (hereinafter the Schools) and WILTON, HENRY (hereinafter the Employee).

1. **POSITION** - The employee accepts employment with the Schools as a noncertified position, upon the terms and conditions specified below. The Employee shall report for work at such time and place as directed by the authorized administrative employees of the Schools and shall perform such duties as are assigned.
2. **SALARY**  
The Employee shall receive a salary of TWENTY-THREE THOUSAND TWO HUNDRED EIGHTY-ONE DOLLARS \$23,281.00, based on Range 23 Step 8. Such salary shall be paid to the Employee in 24 installments. The first installment shall be due and payable on 7/5/96.
3. **COMMENCEMENT OF SERVICES** - Employment of the Employee shall commence on 7/1/96.
4. **TERMS AND CONDITIONS** - Duties, fringe benefits, and other terms and conditions not specifically covered by this agreement, shall be governed by the policies and regulations of the Schools and the Classified Employee Contract.
5. **DURATION OF EMPLOYMENT** - This Employment Agreement is terminable at the will of either party without any requirement for a statement of any cause therefore, upon providing a written notice of termination to the other party at least fifteen (15) calendar days prior to the effective date of the termination. In the event that neither party has exercised its right to terminate this agreement prior to 6/30/97, the agreement shall terminate on that date.
6. **LIQUIDATED DAMAGES** - In the event of a breach of the notice requirements of Paragraph 5 of this Agreement, the parties agree to pay liquidated damages as follows:
  - a. If Employee fails to give the required notice, the District may deduct from the Employees final paycheck an amount measured by his or her daily rate of pay times the number of days less than the fifteen (15) days that Employee notified the District prior to his or her termination but in no event shall the deduction exceed the amount remaining due to Employee for the final pay period.
  - b. If the District terminated Employee's employment with less than (15) days prior written notice, the District shall pay Employee liquidated damages in an amount measured by his or her daily rate of pay times the number of days less than the required fifteen (15) days that the district terminated the employment.

The liquidated damages provided herein shall be in lieu of damages for breach of the notice requirement and shall not be construed as a penalty.

The Employee shall accept or reject the offer of employment within fifteen(15) calendar days from receipt of such offer or work agreement.

ADDENDUM: 260

FTE: 1

Los Alamos School Board

Henry C. Wilton  
Employee

by Paul Anderson  
Superintendent

JUL 22 1996

8-13-96  
Date

\_\_\_\_\_  
Date



**LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
FIRST AND SECOND YEAR  
CLASSIFIED STAFF  
1996-1997**

TO: WILTON, HENRY

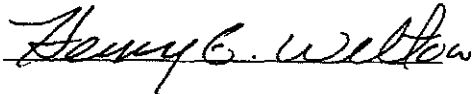
You have been recommended for rehire as a classified staff member with the District. Action of the Board to employ you occurred at the duly called Board meeting of May 14, 1996. As a first or second year employee you will receive a work agreement.

Please give the Board of Education written notice of your acceptance or rejection of this intent to rehire with fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return a copy of this notice to the Personnel Office. Thank you very much.

FTE: 1



Superintendent



Employee

MAY 24 1996

Date

7-9-96

Date

# LOS ALAMOS PUBLIC SCHOOLS

RECEIVED JUL 1 8 1995

## EMPLOYMENT AGREEMENT - NONCERTIFIED EMPLOYEES

This Employment Agreement is made this 1st day of July, 1995 by and between the Los Alamos School Board (hereinafter the Schools) and WILTON, HENRY (hereinafter the Employee).

1. **POSITION** - The employee accepts employment with the Schools as a noncertified position, upon the terms and conditions specified below. The Employee shall report for work at such time and place as directed by the authorized administrative employees of the Schools and shall perform such duties as are
2. **SALARY**  
The Employee shall receive a salary of TWENTY-TWO THOUSAND FIVE HUNDRED EIGHTY-NINE DOLLARS \$22,589.00, based on Range 23 Step 7. Such salary shall be paid the Employee in 26 installments. The first installment shall be due and payable on 7/7/95.
3. **COMMENCEMENT OF SERVICES** - Employment of the Employee shall commence on 7/1/95.
4. **TERMS AND CONDITIONS** - Duties, fringe benefits, and other terms and conditions not specifically covered by this agreement, shall be governed by the policies and regulations of the Schools and the Classified Employee Contract.
5. **DURATION OF EMPLOYMENT** - This Employment Agreement is terminable at the will of either party without any requirement for a statement of any cause therefore, upon providing a written notice of termination to the other party at least fifteen (15) calendar days prior to the effective date of the termination. In the event that neither party has exercised its right to terminate this agreement prior to 6/30/96, the agreement shall terminate on that date.
6. **LIQUIDATED DAMAGES** - In the event of a breach of the notice requirements of Paragraph 5 of this Agreement, the parties agree to pay liquidated damages as follows:
  - a. If Employee fails to give the required notice, the District may deduct from the Employees final paycheck an amount measured by his or her daily rate of pay times the number of days less than the fifteen (15) days that Employee notified the District prior to his or her termination but in no event shall the deduction exceed the amount remaining due to Employee for the final pay period.
  - b. If the District terminated Employee's employment with less than (15) days prior written notice, the District shall pay Employee liquidated damages in an amount measured by his or her daily rate of pay times the number of days less than the required fifteen (15) days that the district terminated the employment.

The liquidated damages provided herein shall be in lieu of damages for breach of the notice requirement and shall not be construed as a penalty.

The Employee shall accept or reject the offer of employment within fifteen(15) calendar days from receipt of such offer or work agreement.

ADDENDUM: 260

FTE: 1

Los Alamos School Board

by   
Superintendent

JUL 25 1995

  
Employee

8-10-95  
Date

\_\_\_\_\_  
Date

**FOR NON-TWELVE MONTH EMPLOYEES: IF YOU ARE CURRENTLY BEING PAID 21 OR 21+5 PAYCHECKS (AS NOTED IN #2 ABOVE) AND WISH TO CHANGE, PLEASE NOTIFY THE PAYROLL DEPARTMENT BY AUGUST 1, 1995.**

**LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
FIRST AND SECOND YEAR  
CLASSIFIED STAFF  
1995-1996**

MAY 26 1995

TO: WILTON, HENRY

You have been recommended for rehire as a classified staff member with the District. Action of the Board to employ you occurred at the duly called Board meeting of May 9, 1995. As a first or second year employee you will receive a work agreement.

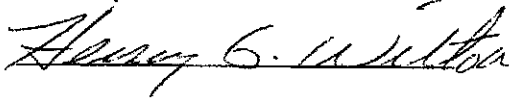
Please give the Board of Education written notice of your acceptance or rejection of this intent to rehire with fifteen (15) calendar days from the date of the Superintendent's signature. Keep the original and return a copy of this notice to the Personnel Office. Thank you very much.

FTE:

1



Superintendent



Employee



MAY 24 1995

Date

5-26-95

Date

LOS ALAMOS PUBLIC SCHOOLS  
NOTICE OF INTENT TO HIRE  
FIRST AND SECOND YEAR  
CLASSIFIED STAFF

TO: Henry Wilton

YOU HAVE BEEN RECOMMENDED FOR REHIRE AS A CLASSIFIED STAFF MEMBER WITH THE DISTRICT. AS A FIRST OR SECOND YEAR EMPLOYEE YOU WILL RECEIVE A WORK AGREEMENT.

PLEASE GIVE THE BOARD OF EDUCATION WRITTEN NOTICE OF YOUR ACCEPTANCE OF THIS INTENT TO REHIRE WITHIN FIFTEEN CALENDAR DAYS FROM THE DATE OF THE SUPERINTENDENT'S SIGNATURE. RETURN THE LETTER TO THE LOS ALAMOS PUBLIC SCHOOLS, PERSONNEL OFFICE, P. O. BOX 90, LOS ALAMOS, NM 87544 OR IN THE INTER-OFFICE MAIL IF PERSONNEL DOES NOT RECEIVE YOUR SIGNED LETTER OF INTENT WITHIN 15 DAYS WE WILL ASSUME THAT YOU ARE REJECTING THE OFFER. THANK YOU VERY MUCH.

Jay Beery  
SUPERINTENDENT

6/3/94  
DATE

Henry G. Wilton  
EMPLOYEE

6-21-94  
DATE

LOS ALAMOS PUBLIC SCHOOLS

EMPLOYMENT AGREEMENT - NONCERTIFIED EMPLOYEES

This Employment Agreement is made this 15th day of October, 1993, by and between the Los Alamos School Board (hereinafter the Schools) and  
(hereinafter the Employee).

Henry Wilton

1. POSITION - The Employee accepts employment with the Schools as General Maintenance Tech. a noncertified position, upon the terms and conditions specified below. The Employee shall report for work at such time and place as directed by the authorized administrative employees of the Schools and shall perform such duties as are assigned.
2. SALARY - The Employee shall receive a salary of \$9.65 per hour based on Range 23 Step 5. Such salary shall be paid according to the current administrative practice of the Schools.
3. COMMENCEMENT OF SERVICES - Employment of the Employee shall commence on October 14, 1993.
4. TERMS AND CONDITIONS - Duties, fringe benefits, and other terms and conditions not specifically covered by this agreement, shall be governed by the policies and regulations of the Schools.
5. DURATION OF EMPLOYMENT - This Employment Agreement is terminable at the will of either party without any requirement for a statement of any cause therefor, upon providing a written notice of termination to the other party at least fifteen (15) calendar days prior to the effective date of the termination. In the event that neither party has exercised its right to terminate this agreement prior to June 30, 1994, the agreement shall terminate on that date.
6. LIQUIDATED DAMAGES - In the event of a breach of the notice requirements of Paragraph 5 of this Agreement, the parties agree to pay liquidated damages as follows:
  - (a) If Employee fails to give the required notice, the District may deduct from the Employee's final paycheck an amount measured by his or her daily rate of pay times the number of days less than the fifteen (15) days that Employee notified the District prior to his or her termination but in no event shall the deduction exceed the amount remaining due to Employee for the final pay period.
  - (b) If the District terminates Employee's employment with less than (15) days prior written notice, the District shall pay Employee liquidated damages in an amount measured by his or her daily rate of pay times the number of days less than the required fifteen (15) days that the District terminated the employment.

The liquidated damages provided herein shall be in lieu of damages for breach of the notice requirement and shall not be construed as a penalty.

The Employee shall accept or reject the offer of employment within fifteen (15) calendar days from receipt of such offer or work agreement.

Henry E. Wilton  
Employee

11-4-93  
Date Signed

Los Alamos School Board

by Dennis Holden  
Superintendent

11/4/93  
Date Signed